

## School Staffing Project - FAQs

(NOTE: These questions and answers will be updated periodically. Please check back often.)

Last Updated: **October 24, 2013** (see most recent changes in red print below)

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### GENERAL INFORMATION - School Staffing Project /TEAMS (G)

#### G-1 Where can I find a general description of the School Staffing Project?

A brief narrative overview is posted at:

<http://www.opi.mt.gov/pdf/SchoolStaffing/OverviewSchoolStaffingProj.pdf>

The School Staffing web site is:

[http://opi.mt.gov/Reports&Data/index.html#gpm1\\_11](http://opi.mt.gov/Reports&Data/index.html#gpm1_11)

#### G-2 I missed earlier email messages from OPI concerning this project and I want to catch up! Where can I find archived messages? (9/25/2012)

Look for ["Latest News"](#) on the School Staffing Website for a link to all recent messages from OPI.

**S-1 What is an SEID?**

SEID means School Employee Identifier. The SEID number is a unique number assigned by OPI to identify each individual employed by a school district or special education cooperative in Montana. For educators licensed in Montana, the SEID number is the same as the Montana educator licensure folio number.

SEID number will be used to identify individuals when reporting salary and benefit information to OPI and when reporting Master Schedule information (i.e., teachers and courses they teach) for accreditation purposes.

SEID numbers are not school- or district-specific. Once established, any school or cooperative employer will use the SEID number for the person.

SEID numbers are not year-specific. Once an SEID number is established for a person, the number lasts throughout their school career.

**S-2 How does a school district or cooperative request an SEID number for an employee?**

When the TEAMS system opens online, school districts and cooperatives must request an SEID for each employee. The initial request can be made for a group of employees using a file upload. Alternatively, requests can be submitted manually for each individual.

In September 2013, OPI opened the SEID generator in the new TEAMS system where a user can manually enter a request for an SEID number or upload a file of SEID requests.

**S-3 What information does a district or cooperative submit when requesting an SEID number? (updated 10/24/2013)**

Social Security Number (SSN- last 4 digits), First Name, Last Name, Middle Name (optional), Date of Birth (mm/dd/yyyy), and Gender (M or F).

In TEAMS, you may enter SEID requests in a file upload (.CSV file) or manual record entry. Contact your computer vendor to see if an electronic SEID file creation mechanism has been developed for your software.

**S-4a Why is the Social Security Number (SSN) needed when requesting an SEID?**

It is critical that SEIDs are correctly assigned to employees. Collecting the SSN will greatly improve the reliability and validity of OPI's process for assigning the SEID and will help avoid duplicate records.

OPI staff understands the sensitive nature of collecting the social security numbers of school employees and will comply with state laws governing the management of SSNs. The SSN will be stored by OPI in a secure, encrypted format and will be used only for the purpose of generating the SEID. Once the SEID is assigned, any data collections associated with an employee will be reported using the employee identifier and not the SSN.

**S-4b Is there a way to get SEID numbers without providing Social Security Numbers (SSNs)?**

No, the last 4 digits of the SSN are needed in order for OPI to determine whether any previous registrations match this employee.

**S-5 When will SEIDs first be used in reporting?**

The first use of the SEID for reporting will be the FY 2012-13 Terms of Employment data collection in **September 2013**. All districts must have an SEID for each employee and incorporate the SEID into the HR/Payroll system in order to be able to submit the Terms of Employment report when the system is implemented.

**S-6 Who needs an SEID Number?**

SEID numbers are required for:

- School district and special education cooperative employees.  
All employees, including all certified and classified staff in any position working for the district or cooperative. This includes substitutes, student workers, and anyone else paid through payroll as an employee.
- Accredited private/nonpublic school and state school employees.  
ONLY administrators, teachers, instructional paraprofessionals, co-teachers, facilitators of distance learning courses, librarians, counselors, and licensed professionals in special education positions. SEIDs are not needed for classified staff having no classroom or special education related duties.
- Residential treatment facility employees.  
ONLY staff who provide services related to the accredited school program. SEIDs are not needed for classified staff having no classroom or special education related duties.

Each individual is assigned a unique SEID. The SEID for an individual with a Montana Educator License will normally be the same as the person's license folio number. The same SEID follows the individual to every school district or cooperative the person works for and does not change over time.

**S-7 What if a person works for more than one school district or cooperative? Does that person have more than one SEID?**

No, each person will have a single, unique SEID. When you request an SEID, the MSEIS system will tell you an existing SEID number for that person if the person is already in the system, or it will create a new SEID. The same SEID may be used by more than one district or cooperative if the person is employed by more than one district or cooperative.

**S-8 If the SEID number for a licensed educator is the person's folio number (i.e., licensure number on the Montana Educator Licensure System), do we have to apply for an SEID for that employee?**

No, if you already have the person's folio number, you may use that as the SEID for reporting and you do not have to apply or submit an SEID request for him/her. However, it is wise to submit the data and check the SEID returned by the system in order to avoid possible errors or duplication.

**POSITION CODES (P)**

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**P-1 Why are position codes required for employees?**

Position codes are needed to identify the duties of the employee for several purposes. For example, OPI must match the district's course offerings, educator's duties and licensure status to ensure the district is providing appropriately licensed services required for Montana school accreditation. State law (20-7-1014, MCA) also requires the number and type of employees to be posted on the web. The position numbers will facilitate OPI's reporting in instances where school staffing data is required.

**P-2 What are the position codes?**

The list of school employee position codes is posted at:  
<http://opi.mt.gov/pdf/SchoolStaffing/PositionCodelist.pdf>

**P-3 What should school districts do to prepare to report position codes?**

Districts and cooperatives should make changes needed to enter and track position codes for each employee in the local district HR/payroll system. Computer systems may need programming enhancements to track at least one position code for each employee. Employees with multiple positions should be tracked using the position codes for each position.

Several computer software vendors who work with Montana schools have already worked with OPI during a pilot project during FY 2011-12 and have implemented the changes needed to provide this capability. Vendors and school technology staff may contact OPI for additional file and data descriptions, if needed.

**P-4 How will position codes be reported to OPI? When is the first data collection that requires position codes?**

The first data collection that requires the position codes is the Terms of Employment (TOE) Report, which is anticipated to be implemented in August 2013 for the FY 2012-13 employee information.

In the TOE Report, districts and cooperatives will report the FTE for each employee by school by position code(s). The district can submit the TOE using a file upload or by entering each employee's data manually.

**P-5 Should "extra duty" assignment, such as debate team coach, coaching, and other extracurricular assignments, be reported using separate position codes? (9/25/2012)**

Yes. Report an "extra duty" assignment as a separate position from the employee's regular position. There are several extra duty position codes to use for additional duties (may be a stipend duty or no extra pay), and FTE is not required to be indicated for these positions.

For example:

- a. A full time principal is also the sports coach. Report the principal position (AD34 Principal) and FTE under the appropriate school on the Terms of Employment report, and also list the coaching duties (DS03 Coach (Sports)) with no FTE. "Base salary" does not include a stipend for coaching, if any.
- b. A full time regular education teacher is also the debate team sponsor/coach. Report the teacher's position (TC01 Teacher - General Education) and FTE under the appropriate school, and also indicate extra duties (DS05 Extracurricular) with no FTE. "Base salary" does not include a stipend for the extra duty, if any.
- c. A full time regular education teacher is also assigned to teach a driver's education course afterschool, which requires an educator license. Report the teacher's position (TC01 Teacher - General Education) and FTE under the appropriate school, and also indicate extra duties (DS11 Extra Duty-Educator or Professional License Required) with no FTE. "Base salary" does not include a stipend for the extra duty, if any.
- d. A full time regular education teacher is also assigned to be an aide for the afterschool program, which does not require an educator or professional license. Report the teacher's position (TC01 Teacher - General Education) and FTE under the appropriate school, and also indicate extra duties (DS12 Extra Duty-No License Required) with no FTE. "Base salary" does not include a stipend for the extra duty, if any.

**P-5a If an employee has a stipend for having extra training or experience, should I report this as a separate position code or extra duty assignment? (9/25/2012)**

No. If an employee is paid a stipend for things like having more experience or longevity or for having completed additional training, do not identify that as an extra duty using a separate

position code. Report only the position code for the employee's regular position, and include the stipend as part of the "base salary" under the contract. These types of stipends differ from assignments that come with the expectation of additional duties/work, which are addressed in question P-5.

**P-6 If an employee of the elementary and high school is paid only using one of the district's budgets, why must I report the employee's position under both districts?**  
(8/7/2012)

For accreditation purposes, the OPI will use the Terms of Employment (TOE) data to determine whether the school has an adequate number of FTE in required positions, including educators, administrators, librarians, and counselors. It is VERY important to list those positions under the appropriate school district and school code when submitting the TOE report. Otherwise, the data might reflect accreditation deficiencies.

For positions that are not required for accreditation purposes, the distinction is not as critical but is still important. Positions and FTE related to bus drivers, custodians, food service workers, and most other classified staff are being collected for purposes not related to accreditation. Those positions, FTE, and actual compensation will be reported by school district (not by school) under state law. Associating those positions with particular schools will not be required in TEAMS.

**P-7 What position code should be used for:**  
(updated 10/24/2013)

Teacher on Special Assignment?	PC10 Program Coordinator (requires Educator Licensure)
Election Judge?	DS01 Other Administrative Non-certified
Ticket takers/line judge at sports event?	DS05 Extracurricular
Athletic Director?	DS06 Other Supervisory (no cert. required)
Director of the 21 <sup>st</sup> Century grant?	If certified, PC10 Program Coordinator. If not certified, DS06 Other Supervisory (no cert. required).
Bus mechanics?	DS10 Bus Driver
Substitute bus driver, sub custodian, sub food service worker?	TC06 Substitute Non-Teacher
Drivers' Ed Instructor?	If that is sole duty, report as TC01 Teacher-general ed. If it is additional duty on top of a teaching assignment, report the regular teaching assignment as TC01 (or TC03) and the drivers' ed teaching position as DS11 Extra Duty requiring licensure.

Student workers?  
staff.

SP80 Other non-instructional aides and student support

Afterschool program run on a self-supporting basis? Report as an Extra Duty under DS11 (if license is required) or DS12 (no license required) if the employee already has a “regular” position. If this is the employee’s sole position, report as SP80 Other Non-instructional Aides and Support Staff or as an Extracurricular worker using DS05.

**P-8 How should I report a full-time teacher who is also our coach?**  
(8/23/2012)

Report the teacher as 1.000 FTE using the teacher position code (TC01 or TC03) and identify the extra duty coaching position using DS03 Coach, which does not require an FTE amount.

NOTE: Another popular combination is superintendent or principal with extra duties as a coach. The same concept would apply in those cases. Report the regular position with the appropriate FTE, and report the position of the extra duties with no FTE.

**P-9 What should the position code “RT01 Retiree-Non Employee Receiving Benefits” be used for? (updated 10/24/2013)**

RT01 Retiree-Non Employee Receiving Benefits is for reporting people who are no longer on the payroll but are being provided benefits by the employer. One example is a retired employee who is still covered by the school health insurance at school district expense as a retiree benefit.

Also use RT01 to report a person who terminated the previous fiscal year but received termination pay (vacation and sick leave payouts) or final wages or benefits after July 1. This “position” does not require FTE.

**P-10 How should I report a person who terminated the previous year but received termination payouts (vacation or sick leave) or final wages or benefits after July 1?**  
(10/24/2013)

Report the person in the TOE using position code RT01 Retiree Non-Employee Receiving Benefits. This position does not require FTE.

**K-12 COURSE CODES AND MAPPING TOOL (K)**

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**K-1 What are K-12 Course Codes?**

New 5-digit codes replace the existing 4-digit codes that are currently used for OPI’s Annual Data Collection. The new codes tie to specific course content within a subject area.

The [OPI K-12 Course Codes](#) are not intended to replace local course codes and names, course content descriptions, or section IDs. Districts will need to compare the content for each local course to the course descriptions in the OPI K-12 Course Code list, find the best match, and record the OPI code in the local student information system.

## **K-2 Why do we need a standardized set of course codes?**

As Montana builds its statewide longitudinal data system for P-20 education, it is increasingly important to use a standardized system for reporting school programs and course offerings. OPI has chosen to adopt and adapt the standardized course coding system developed by the National Center for Education Statistics (NCES), which is called “School Codes for the Exchange of Data” (SCED).

The purpose of a statewide standardized code list is to help schools and education agencies maintain longitudinal information about students’ coursework and exchange records as students transfer from one school to another or to postsecondary education. These standardized course codes will lay the ground work for the future development of electronic student transcripts.

## **K-3 When are the standard K-12 Course Codes first needed?**

Districts were asked in May 2012 to map all their 2012-13 courses to the K-12 Course Codes to enable them to submit the Accreditation and Master Schedule Report (Teacher-Class and Student-Class data) in October 2012. However, due to delays, the first statewide collection of the Accreditation and Master Schedule Report will happen in Fall 2013. Consequently, the K-12 mapping is needed for FY 2013-14 courses in order to report in Fall 2013.

## **K-4 What is the K-12 Course Code Mapping Tool?**

To help districts determine which standardized codes apply, OPI has created a [K-12 Course Code Mapping Tool](#). The tool enables districts to map their local course codes to the K-12 Course Codes. This is an optional tool for districts to use to facilitate the mapping process. Again, districts do not need to replace their local course codes, but they must map them to the K-12 Course Codes.

With the mapping tool, districts can save their work and make revisions as needed over the first several months of the school year. Mappings are saved to a spreadsheet and may be imported into the district’s local Student Information System or may be manually entered.

Districts must complete the process prior to the submission of the Master Schedule information in Fall 2013.

The OPI’s K-12 Course Code Mapping Tool and User Guide are located at:  
[http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1\\_12](http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_12)



**K-5     Where is the Mapping Tool? Is there a users' guide?**

The mapping tool is posted at: <http://data.opi.mt.gov/ncescoursecodemappingtool/>

A users' guide is here: <http://www.opi.mt.gov/pdf/SchoolStaffing/NCESCCMUserGuide.pdf>

**K-6     Where can I find information on Elementary course mapping?**

For information about how to map elementary course using the new K-12 Course Codes, see: <http://www.opi.mt.gov/pdf/SchoolStaffing/ElemCoursetMappingInstruc.pdf>

**K-7     How can our school get credit for aggregate hours for having structured recess?  
(9/25/2012)**

Unstructured recess time will not be included as aggregate hours of instruction for the school day and year. However, if the school provides structured recess times (i.e., certified teacher or instructional paraprofessional supervises students in structured activities during recess) then the time may be counted.

“Structured recess” is a planned and actively supervised break from regular instruction during the school day. All Students on the school grounds engage in organized “play” or games that emphasize turn taking, helpfulness, rule following, and emotional control. Structured recess must be supervised either by a licensed teacher who is the teacher of record, or an instructional paraprofessional who is a co-teacher under the direction of a licensed teacher.

To indicate this time is part of the aggregate hours of instruction, report the structured recess sessions using the appropriate K-12 course code on the Master Schedule portion of the TEAMS report. To verify the nature of the structured instruction, OPI may request documentation such as lesson plans.

**K-8     What K-12 Course Code should be used for a one room school's combined K-8 classroom or an elementary classroom having any combination of 2 or more grades from K through 8? (3/11/2013)**

For a combined K-8 classroom or a classroom having any combination of grades K-8, use “73039 Prior-to-Secondary Education.”

For information about how to map elementary course using the new K-12 Course Codes, see: <http://www.opi.mt.gov/pdf/SchoolStaffing/ElemCoursetMappingInstruc.pdf>

**G-1 What are the SB 329 reporting requirements?**

SB 329 was passed by the 2011 Legislature. It was codified as [MCA 20-7-104](#).

In summary, MCA 20-7-104 requires:

1. The Office of Public Instruction (OPI) must develop on its website an educational data profile for each district, which contains:

- school district contact information and links to district websites, when available;
- state criterion-referenced testing results;
- program and course offerings;
- student enrollment and demographics by grade level; and
- graduation rates.

2. Each school district must annually report to the OPI and post on its website the following district information for the previous school year:

- the number and type of employee positions, including administrators;
- the total amount of compensation paid to each school district employee by the district, including the employee's base wage or salary, overtime pay, and other income from school-sanctioned extracurricular activities, including coaching and similar activities; and
- the certification held by and required of each employee;
- the student-teacher ratio by grade;
- the amount spent by the district for operation and maintenance, stated in total cost and cost per square foot;
- the amount of principal and interest paid on bonds;
- the total district expenditures per student;
- the total budget for all funds;
- the total number of students enrolled and the average daily attendance;
- the total amount spent by the district on extracurricular activities and the total number of students that participated in extracurricular activities; and
- the number of students that entered the 9th grade in the school district but did not graduate from a high school in that district and for which the school district did not receive a transfer request.

3. Each school district must post on its website a copy of every working agreement the district has with any organized labor organization and the district's costs, if any, associated with employee union representation, collective bargaining, and union grievance procedures and litigation resulting from union employee grievances.

4. The Office of Public Instruction must implement a data collection plan to reduce redundant data requests, increase access to and use of data from centralized data systems, and promote transparency in reporting to schools, school districts, communities, and the public.

5. The OPI must gather, maintain, and distribute longitudinal, actionable data in the 10 essential data areas identified by the Data Quality Campaign.

- statewide student identifier;
- student-level enrollment data, including average daily attendance;
- student-level statewide assessment data;
- information on untested students;
- student-level graduation and dropout data;
- ability to match student-level K-12 and higher education data;
- a statewide data audit system;
- a system to track student achievement with a direct teacher-to-student match to help track, report, and create opportunities for improved individual student performance;
- student-level course completion data, including transcripts, to assess career and college readiness; and
- student-level ACT results, scholastic achievement test results, and advanced placement exam data.

## COMPENSATION REPORTING (C)

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### **C-1 What employee compensation information will OPI collect?**

The Compensation Expenditure Report each October will collect actual compensation by expenditure line-item for each SEID for the previous fiscal year. The information will normally come from a district's or cooperative's payroll system.

The compensation collection includes only compensation paid to employees. The collection will not include payments to individuals or companies who work as independent contractors for the district or cooperative but are not paid through the payroll system as employees.

For data descriptions and file formats, see:

<http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf>

### **C-2 What will OPI report for district employee compensation under 20-7-104, MCA?**

Beginning in December 2013, OPI will make available district employee compensation information required by 20-7-104, MCA. Employee compensation for FY 2012-13 will be the first data reported.

The report will include the employee SEID, the total salary paid, total bonuses paid, total stipends paid (e.g., stipends paid for extracurricular duties), total benefits paid, the total of

other compensation such as termination payouts for vacation and sick leave. For each SEID, the report will also list the position(s) and FTE(s) reported by the district for the SEID on the terms of Employment (TOE) report.

The number of positions and total compensation will be reported as a sum of FTE by position for the district.

**C-3 Will the employees' names be reported with their compensation amounts?**

No, individuals will be listed by SEID number only.

**C-4 How will OPI provide the compensation report information to districts?**

OPI plans to develop the district compensation reports in the GEMS data warehouse and make links available for each district to post on their own website or otherwise make available to fulfill the public reporting requirements under MCA 20--7-104.

**C-5 How are payments to independent contractors to be reported?**

The Compensation Expenditure Report will not collect district payments to independent contractors. It will collect compensation paid to all employees paid through the district's or cooperative's payroll system.

**C-6 Is the actual compensation determined on a calendar year or fiscal year basis?**

Fiscal year, which is from July 1 through June 30. When reporting in October/November, districts and cooperatives will report the actual compensation paid to employees in the previous fiscal year.

**C-7 What amount should we reported if an employee's compensation for the fiscal year has not been completely paid to an employee by the end of that fiscal year? For example, what if a person is paid on a year-round (12 month) contract, so that payments in the summer months cover work already completed in the previous fiscal year?**

Report the total amount the employee has earned by June 30, regardless of whether or not the district or cooperative had disbursed the payment(s) by June 30. That is, if the person's compensation was included in the Trustees' Financial Summary (TFS) for the year (payments plus payables), it should also be reported on the Compensation Expenditure Report for the year.

By the time the Compensation Expenditures Report is due in October, the payments would all likely have been made for the employee's work in the previous school year.

**C-8 How should insurance premium discounts and dividends be reported in the Compensation Expenditure Report? These credits are applied to the organization as a whole and cannot be identified as credits by individual employee.**

These types of credits and discounts cannot be tied to individuals and therefore cannot be reported by SEID on the Compensation Expenditure Report.

Credits and discounts from Worker's Compensation, Unemployment Insurance, and some insurance companies are applied to the organization as a whole rather than on an individual employee basis. Such credits and discounts are typically very small relative to the premiums, and districts typically apply the credit to the next total payment made by the district. The inability to exclude the credits on an SEID basis is insignificant to the amounts being reported.

**C-9 After an employee is paid through payroll, our district or cooperative often makes journal voucher accounting adjustments that change the final expenditure line items where the salaries and benefits are paid. These changes are not tracked by individual employee in the payroll system. Are districts and cooperatives expected to report those adjustments in the compensation reports?**

No. Journal voucher accounting adjustments are typical in all sizes of school districts and cooperatives. Accounting adjustments are not reflected in the payroll system and it would, in many cases, be impossible to report the adjustments by individual. Districts and cooperatives are expected to report the original payroll line items, not subsequent accounting adjustments.

**TEAMS REPORTS (T)**

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**T-1 What are the TEAMS Reports?**

TEAMS stands for **T**erms of **E**mployment, **A**ccreditation, and **M**aster **S**chedule.

The TEAMS reports are being implemented during 2012 and 2013. TEAMS will fulfill a number of new and anticipated reporting requirements in addition to replacing the existing Annual Data Collection (ADC).

The components are described in the following questions and answers.

**TERMS OF EMPLOYMENT REPORT (TOE)**

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**TOE-1 Why does OPI need the employee's contracted amount at the beginning of a school year? What will the information be used for?**

OPI needs contract information for certified/licensed positions in order to know the salary amount for each position type, which is necessary for determining the average salaries for those positions on a statewide basis. OPI will not be reporting contracted salaries by individual.

**TOE-2 The Terms of Employment (TOE) collection asks for contract information at the start of the year, when the district's master contract may not yet be finalized. If the contract isn't settled yet, what amount should be reported?**

Some districts go more than one year without having a final contract, so this situation is not uncommon. If the contract for the year is not settled by the time you submit the Terms of Employment Report (TOE) in October, report whatever annualized base salary the district is paying the employee at the current time. Districts have an opportunity to amend the data at year-end in the second TOE report.

**TOE-3 Are base salary/contracted amounts required to be reported for ALL employees on the Terms of Employment Report? (Revised 11/14/2012)**

No. The base salary amounts and contract information will not be collected for the following position codes:

DS03 Coaches

DS05 Extracurricular

DS11 Extra Duty - Requires Educator or Professional License

DS12 Extra Duty - No License Required

TC05 Substitute Teacher (no contract)

TC06 Substitute Non-Teacher

RT01 Retiree-NonEmployee Receiving Benefits

AND Other non-contracted staff (see chart in TOE-3a below)

Those positions are of the type that are not normally associated with FTE and are often stipend positions.

**TOE-3a Which fields on the Terms of Employment are required for all positions and which are optional/not required for some positions?** (Revised 11/14/2012)

This chart clarifies the required and optional/not required fields of the TOE, depending on the position code:

Position Codes	Terms of Employment Data Fields										
	LE #	School Code	Empl Start Date	Empl End Date	Base Salary	Contract Days	Contract Hours	FTE	Part / Fulltime	Temp/ Perm	Position Code
DS03 Coaches DS05 Extra-curricular DS11 Extra Duty - Requires Educ or Prof License DS12 Extra Duty - No License Req'd TC05 Sub Teacher (no contract) TC06 Sub Non-Tchr RT01 Retiree-Non-Employee Receiving Benefits	REQ'D	REQ'D	Not Req'd	Not Req'd	Not Req'd	Not Req'd	Not Req'd	Not Req'd	Not Req'd	Not Req'd	REQ'D
All Other Positions - <b>NOT Contracted</b>	REQ'D	REQ'D	REQ'D	REQ'D	Not Req'd	Not Req'd	Not Req'd	REQ'D	REQ'D	REQ'D	REQ'D
All Other Positions - <b>Contracted</b>	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D	REQ'D

**TOE-4 Will the base salaries reported on the Terms of Employment have to match actual base salaries paid on the Compensation Expenditure Report?**

No. The contracted base salary and actual compensation amounts will vary for many reasons, including mid-year hire and termination dates, mid-year settlement of master contracts, etc. There will not be an effort to match the reporting.

**TOE-5 Do Special Education Cooperatives also have to submit the Terms of Employment Reports?**

Yes, cooperatives do have to submit the TOE reports.

**TOE-6 What differences will Special Education Cooperatives see in the Terms of Employment, compared to school district reports?**

Cooperatives will need to identify the Cooperative employees who are itinerant (i.e., work in more than one school district and have to travel). There is a field ("flag" that is entered Yes or No) that signifies whether or not the SEID is itinerant.

Cooperative employees will not be identified as being associated with any particular school on the Terms of Employment Report. The "owner" of the SEID is just the Special Education

Cooperative. School assignments of Cooperative staff will be identified by the school districts when they enter their class schedules on the Accreditation and Master Schedule portion of TEAMS.

**TOE-7 How should we report FTE for Substitute Teachers on the Terms of Employment report (TOE)? Substitutes work on an as-needed basis, so we don't know how much they will work during a year.**

FTE is not required for employees that are identified using a position code of TC05 Substitute Teacher (No Contract). If the substitute teacher becomes a long-term sub under contract, the FTE and all contract information should be reported.

**TOE-8 Do we have to report all employees who work during the year in the TOE, or just those employed at the time of the report in the Fall? (7/17/2013)**

On the TOE, you must report all employees who are employed during the year for which you are reporting. The main TOE report is done in the Fall, so all employees employed in the FY up to that time should be included. There will be a second TOE collection at the end of each year so you can make sure all employees for the year have been reported.

It's necessary to have all employees reported if they were paid during the fiscal year, since the TOE will be combined with the Compensation Expenditures Report data to post the actual salaries and benefits for each person employed by the district, by SEID number, as required by 20-7-104, MCA.